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OFFICE MEMORANDUM 14 February 1947

TO: CHIEF, FINANCE DIVISION


FROM: EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

SUBJECT: Transfer of Functions of Travel Unit, Finance Division, to
Transportation Section, Services Division.

1. Reference your memorandum dated 4 February 1947,
Subject: "Transfer of Issuance of Transportation Requests and
Travel Authorizations from the Fiscal Section to the Transportation
Section".

2. In accordance with the conclusions of the meeting held
in this office on 14 February 1947, it is requested that steps be
taken to transfer the above mentioned functions to the Transportation
Section, Services Division. The transfer will also include the
assignment and transfer of an individual from the Travel Unit, Fiscal
Section, to the Transportation Section, Services Division, in order to
cover the technical phases of travel which will be required to avoid
difficulties with the General Accounting Office.

3. The Chief, Services Division, will initiate action to
request delegation of authority for the Assistant Chief, Transportation
Section, to sign travel orders.


Colonel, AGD

Executive for Personnel and Administration

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